



## Instructions: Fingerprinting for Nebraska Certification

Any person applying for the first issuance of a Nebraska certificate/permit who has not been a *resident*\* of Nebraska for the immediate past five (5) years from the date of application must have prints by Livescan (see list below) **OR** Ink Rolled (2 cards) by law enforcement. State Patrol offices in Nebraska do not charge a fee to do fingerprints. However, other law enforcement agencies may charge a fee to have prints taken. The fingerprint requirement applies even if you have recently submitted fingerprint information in any other state.

\*Residence as defined by the Nebraska Supreme Court, is an individual who has established a home in Nebraska where the individual is habitually present and to which having departed there from, intends to return. If you meet this definition of "Residence" complete the Record of Residence Form page of the addresses where you are/were physically present in Nebraska the immediate past five (5) years).

**Fingerprinting is NOT available at the Nebraska Department of Education, or elsewhere in the Nebraska State Office Building or the State Capitol Building.**

### Conditional Permit

**NOTE:** It is not unusual for the fingerprinting process to take several weeks. A Conditional Permit may be issued when an applicant for any Nebraska certificate/permit has met ALL the requirements for that certificate/permit, except for the receipt of the fingerprint record (criminal background check). This permit allows the applicant to teach or administer until the fingerprint report is received. If there is no criminal history background, the actual certificate/permit will then be issued with no further action.

### To begin the application/fingerprinting process

1. Submit and pay for your application and fingerprint fee online at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)
2. Have your fingerprints completed by Livescan or Ink rolled and sent to our Office.
  - a. **For Ink Rolled prints.** Submit a request to the Nebraska Department of Education for a fingerprint packet AFTER submitting your application and fee online. Contact our office by Email [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)
  - b. **For LiveScan prints.**
    - i. Nebraska State Patrol locations will fingerprint citizens as a public service at **no charge**, they do require you to make an appointment prior to being fingerprinted.

Lincoln Criminal Identification Office	402-479-4971
Omaha Troop A Headquarters	402-331-3333
Norfolk Troop B Headquarters	402-370-3456
Grand Island Troop C Headquarters	308-383-6000
North Platte Troop D Headquarters	308-535-6604

- ii. **Non-State Patrol** locations capability is available below, call ahead to see if appointment is required and any fees that may be charged for services.

Alliance	Box Butte County Sheriff's Office	308-762-6464
Aurora	Hamilton County Sheriff's Office	402-694-6936
Beatrice	Gage County Detention Center	402-223-1382
Blair	Washington County Sheriff's Office	402-426-6864



# Teacher Certification

301 Centennial Mall South, PO Box 94987  
Lincoln, NE 68509  
Ph: 402-471-0739 Fax: 402-742-2359  
[nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)  
[www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)

Chadron	Dawes County Sheriff's Office	308-432-3025
Columbus	Platte County Jail	308-432-3025
Dakota City	Dakota County Sheriff's Office	402-987-2173
David City	Butler County Sheriff's Office	402-987-2173
Gering	Scottsbluff Corrections	308-436-7300
Grand Island	Hall County Sheriff's Office	308-436-7300
Hastings	Adams County Jail	402-461-7181
Kearney	Buffalo County Sheriff's Office	308-233-5281
Lexington	Dawson County Sheriff's Office	308-324-2279
Lincoln	Lincoln Police Department	402-441-7217
Madison	Madison County Sheriff's Office	402-454-3311 x 163
North Platte	Lincoln County Sheriff's Office	308-535-9542
Ogallala	Keith County Sheriff's Office	308-284-4772
Omaha	Omaha Police Department	402-444-5600
Papillion	Sarpy County Jail	402-393-2299
Plattsmouth	Cass County Jail	402-296-9377
Seward	Seward County Sheriff's Office	402-643-4578
Wilber	Saline County Law Enforcement Center	402-821-2111

## References:

1. Teacher Certification Manual
2. Nebraska TEACH Frequently Asked Questions
3. Instructions: Application Fees and Transcript Submission
4. Instructions: Online Application Access